

Verification Requirements and Reason Codes

Instructions: Use the most specific reason code(s) available. If there are more than three verification issues, use RC 368 (the “catch-all”) together with two specific RCs. If no specific RC addresses the verification issue, RC 368 may be used. If a policy citation is not listed, the reason code is not an applicable reason for the negative action and cannot be used for that program. The policy citation for DMA does not appear on TSRC but is hard-coded in CRIS-E and appears on the notice.

Eligibility Factor	Sub category	Reason Code (TSRC)	Fixed Text (This text shown on TSRC)	Expanded Text (This text is shown on CNCM and printed on CRIS -E client notices)	Programs & Policy Citations	
Assistance Group	Composition	331	Assistance group composition has not been verified.	We asked you for information verifying who lives with you. We did not get this information by the deadline.	OWF DFA FS ABD CFC DMA	OAC 5101:1-2-10 OAC 5101:1-2-10 OAC 5101:4-3-05 OAC 5101:1-38-02 OAC 5101:1-40-01 OAC 5101:1-42-01
	Separate AG Status	370	Separate assistance group status has not been verified.	We asked you for documents verifying that you qualify as a “separate assistance group” so you can get benefits separately from the people with whom you purchase food and prepare meals. We did not get these documents by the deadline.	FS	OAC 5101:4-3-05
Citizenship & Alien Status		351	Citizenship or alien status has not been verified.	We asked you for documents verifying the citizenship or alien status of certain people. We did not get these documents by the deadline.	OWF DFA FS ABD CFC DMA	OAC 5101:1-2-30 OAC 5101:1-2-30 OAC 5101:4-3-07 OAC 5101:1-38-02.3 OAC 5101:1-38-02.3 OAC 5101:1-42-01
Disability		359	Disability has not been verified.	We asked you for documents verifying the disability of: (name). We did not get these documents by the deadline.	DFA FS ABD	OAC 5101:1-5-20 OAC 5101:4-1-03 OAC 5101:1-39-03
Employment		647	Employment status has not been verified.	We asked you for information about (name’s) employment status or job availability on (from date). We did not get this information by the deadline.	FS	OAC 5101:4-3-11
Identity		356	Identity has not been verified.	We asked you for documents verifying the identity of: (name). We did not get these documents by the deadline.	OWF FS ABD CFC	OAC 5101:1-3-07 OAC 5101:4-2-09 OAC 5101:1-38-02 OAC 5101:1-38-02
Income		315	Income has not been verified.	We asked you for documents verifying the income of: (name). We did not get these documents by the deadline.	OWF DFA FS ABD CFC DMA	OAC 5101:1-23-20 OAC 5101:1-5-40 OAC 5101:4-4-19 OAC 5101:1-39-08 OAC 5101:1-40-20 OAC 5101:1-42-01
Living Arrangement		653	Not living with parent, guardian, or indiv. or not verified.	We asked you for documents verifying the children live with a parent, guardian or someone standing in place of a parent. Either we did not get the documents or the documents show the children are not living with one of these persons.	DFA	OAC 5101:1-5-10

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Medication Dependency		499	Medication-dependent status has not been verified.	(Name) has not given us a “Physician Certification of Medication Dependency (JFS 03606)” stating that s/he is “medication dependent” or, on the form the physician states that s/he is not “medication dependent”.	DMA OAC 5101:1-42-01
Pregnancy	OWF	587	Not in sixth month of pregnancy or not verified.	We asked you for documents verifying that you are in your sixth month of pregnancy. Either we did not get these documents by the deadline or the documents show that you are not yet in your sixth month of pregnancy.	OWF ORC 5107.02
	CFC	678	Not pregnant or pregnancy not verified.	We asked you for documents verifying that you are pregnant. Either we did not get these documents by the deadline or the documents show that you are not pregnant.	CFC OAC 5101:1-38-02
Relationship		310	Not living with rel., guardian or custodian, or not verified.	We asked you for documents verifying that the children live with a parent, specified relative, guardian or custodian. Either we did not get the documents or the documents show the children are not living with one of these persons.	OWF ORC 5107.02
Residency (County & State)		358	Residency has not been verified.	We asked you for documents verifying that certain people live with you. We did not get these documents by the deadline.	OWF OAC 5101:1-3-03 DFA OAC 5101:1-5-10 FS OAC 5101:4-3-03 ABD OAC 5101:1-39-54 CFC OAC 5101:1-39-54 DMA OAC 5101:1-42-01
Resources		328	Resources have not been verified.	We asked you for documents verifying the resources (assets) of certain people. We did not get these documents by the deadline.	DFA OAC 5101:1-5-30 FS OAC 5101:4-4-01 ABD OAC 5101:1-39-05 CFC OAC 5101:1-40-14 DMA OAC 5101:1-42-01
School Attendance		308	School attendance has not been verified.	We asked you for documents verifying the school attendance of: (name). We did not get these documents by the deadline.	OWF OAC 5101:1-3-02
Social Security Number (or Application for SSN)	SSN Not Verified	364	Social Security number or application has not been verified.	We asked you for documents verifying that certain people have, or have applied for, a Social Security number. We did not get these documents by the deadline.	FS OAC 5101:4-3-24 ABD OAC 5101:1-38-02.1 CFC OAC 5101:1-38-02.1
	Refusal to Verify SSN	414	Refusal to verify Social Security number or application.	We asked you for documents verifying that certain people have, or have applied for, a Social Security number. You refused to provide these documents by the deadline.	OWF OAC 5101:1-3-09 FS OAC 5101:4-3-22

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Third Party Medical Support		689	Third party medical support has not been verified.	We asked you for documents verifying whether certain people have health or medical insurance. We did not get these documents by the deadline.	ABD OAC 5101:1-38-02 CFC OAC 5101:1-38-02
Utilities		361	Utility expenses in excess of “SUA” have not been verified.	We asked for documents verifying that your utility costs are over the ‘standard utility allowance’ of \$ (from amount). We did not get the documents by the deadline.	FS OAC 5101:4-4-23
Catch-all	General	368	Not all eligibility factors have been verified.	Our records show we gave you a list of documents (verifications) we need to determine whether you are eligible. We did not get all of these documents by the deadline.	OWF OAC 5101:1-2-20 DFA OAC 5101:1-2-20 FS OAC 5101:4-2-07 ABD OAC 5101:1-38-02 CFC OAC 5101:1-38-02 DMA OAC 5101:1-42-01
	Expedited, Postponed Verification	305	Expedited service postponed verifications not received.	Our records show we gave you a list of documents (verifications) to determine if you are eligible. We did not get these by the deadline: (from date).	FS OAC 5101:4-6-09

Prepared by: ODJFS/ Office of Family Stability
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